

BUILDING MAINTENANCE SUPERVISOR

General Statement of Duties: Supervises the maintenance, repair, remodel and construction of City building facilities and associated grounds; performs a variety of technical duties; does related work as required.

Distinguishing Features of the Class: The work of this class involves the performance of skilled trade work and immediate supervision of the building maintenance crew. The employee is responsible for the proper maintenance repair, painting, heating, and cooling of City buildings. The work is performed under general supervision. Initiative is required in developing work plans and implementing an effective maintenance program.

Areas of Accountability:

1. Supervises a group of subordinates engaged in building maintenance to assure the completion of assigned tasks.
 - Plans and assigns work;
 - Supervises employees in accordance with proper personnel, EEO practices, and union contracts;
 - Reviews and evaluates performance of subordinate employees.
 - Instructs subordinates on proper work procedures, safety rules and procedures, care and use of equipment.
2. Supervises and implements maintenance, repair, remodel and construction of City building facilities and associated grounds.
 - Supervises and participates in carpentry, painting, plumbing, electrical, masonry, and mechanical work on new construction and existing buildings, facilities and equipment.
 - Supervises and participates in cleaning, maintaining and repairing boilers, replacing parts as needed;
 - Supervises and participates in the preparation and painting of exterior surfaces, as well as interior walls, floors, ceilings, and furniture.
 - Supervises and participates in the repair of walls and ceiling.
 - Operates power and hand tools and equipment.
 - Operates mowing and snow removal equipment.
 - Operates computerized energy management systems.
3. Maintains effective working relationships with subordinates, other city staff, and the general public.
 - Responds to questions and complaints.
 - Maintains open communication with supervisor and subordinate employees.
4. Prepares and maintains proper records such as time records, disciplinary records, accident reports, and reports on operations and daily activities.

5. Advises and makes recommendations to the Building Maintenance Superintendent regarding improvements and modifications needed in operations, priorities, staffing, department policies, and personnel actions effecting subordinate employees.

6. Other duties as assigned.

Required Knowledge, Skills and Abilities: Considerable knowledge of commercial and residential carpentry, painting, masonry, plumbing and electrical trades; considerable knowledge of the methods, practices, tools and materials used in building maintenance and service; considerable knowledge of maintenance and repair of heating and air conditioning systems; ability to establish and maintain effective working relationships with subordinate employees; ability to operate computerized energy management systems; ability to maintain necessary records and prepare reports; ability to plan, schedule, assign and supervise the work of others; ability to work outside in all weather conditions.

Acceptable Experience and Training: A combination of experience and training equivalent to five years progressively responsible experience in all phases of facility maintenance programs including mechanical systems with some experience in supervision; technical training in building maintenance or associated fields is preferred. Must have valid Iowa Drivers License.

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